

**REGION V REGIONAL ADVISORY COMMITTEE  
BYLAWS**

**House Bill 833 established in Idaho Code a Regional Advisory Committee (RAC)  
on substance abuse.**

**ARTICLE 1. NAME**

- 1.1 The name of this body shall be the Regional Advisory Committee (RAC).

**ARTICLE 2. PURPOSE AND RESPONSIBILITIES**

- 2.1 To provide an opportunity for regional coordination of and exchange of information on all programs relating to alcoholism and drug addiction.
- 2.2 Act as liaison among the Departments engaged in activities affecting alcoholics and intoxicated persons.
- 2.3 Before each regular meeting of the Statewide Interagency Committee (IAC) on Substance Abuse Prevention and Treatment provide to the RAC representative on the Interagency Committee a report addressing local substance abuse program needs and other information as it pertains to the treatment and prevention of alcoholism and other drug addictions.
- 2.3 (a) Identify needs and gaps in available services.
- 2.4 In the area of public participation and service coordination, the RAC responsibilities shall be to:
- 2.4(a) Encourage public participation,
- 2.4(b) Determine community assets and needs.

**ARTICLE 3. MEMBERSHIP**

- 3.1 The Region 5 RAC will follow the statutory membership of the RAC as follows:
- 3.1(a) Regional Director of Health and Welfare,
- 3.1(b) Regional substance abuse program staff,
- 3.1(c) Representatives of other appropriate public and private agencies.
- 3.2 RAC members and chair are appointed in writing by the Regional Director.
- 3.3 The RAC will meet at least quarterly by call of the chair.
- 3.4 Chairpersons of RAC shall collectively meet at least annually and elect one member to serve as the representative of the RAC's on the Interagency Committee. The representative shall be responsible for communicating information from the seven RAC reports at the regular meeting of the Interagency Committee.
- 3.5 The membership of the RAC shall mirror the membership of the Interagency Committee.
- 3.6 The RAC shall have voting and non-voting members.

- 3.7 Voting members shall consist of:
- 3.6(a) Persons from the treatment, prevention, corrections, law enforcement, and education professions who do not have a material interest with a contractor of the Department or with the Department.
  - 3.6(b) One representative from each county.
  - 3.6(c) One representative of the consumer population; and,
  - 3.6(d) Other persons as nominated by the RAC.
- 3.8 Non-voting members shall consist of:
- 3.7(a) One representative from the Statewide Substance Abuse Treatment Contractor.
  - 3.7(b) One representative from the Statewide Substance Abuse Prevention Contractor.
  - 3.7(c) Other service providers who could have a material interest in the substance abuse funding and for whom the appearance of a conflict of interest might arise should they vote; and,
  - 3.7(d) Other persons as nominated by the RAC.
- 3.9 Members are eligible for renomination and reappointment by the Regional Director for successive terms.
- 3.10 The Regional Director may terminate a member at any time for good cause.

#### **ARTICLE 4. OFFICERS, COMMITTEES, STAFF**

- 4.1 RAC Chair search: The Regional Director shall select three current members of the RAC who shall, with the Regional Director, institute an ad hoc Search Committee. The Search Committee shall find and recommend to the Regional Director, for appointment a candidate for RAC chair. The candidate shall be a current member of the RAC.
- 4.2 The Chair shall serve for a term of two years. The Chair is eligible for renomination and reappointment for subsequent terms.
- 4.3 RAC Co-chair search: The Regional Director shall select three current members of the RAC who shall, with the newly appointed Chair, institute an ad hoc Search Committee. The Search Committee shall find and recommend to the Regional Director for appointment a candidate for the RAC Co-Chair.
- 4.3(a) The candidate shall be a current member of the RAC.
  - 4.3(b) The term of office shall correspond with that of the Chair.
  - 4.3(c) The Co-chair shall actively work in close relationship with the Chair.
  - 4.3(d) There shall be an expectation that the Co-chair will become the next Chair.
  - 4.3(e) The Co-chair shall represent the Chair at all RAC meetings where the Chair is not in attendance.
- Chair is not in attendance.

- 4.3(f) When possible the Co-Chair shall accompany the Chair at all other meetings that are deemed to be relevant to his/her development as the future Chair.
- 4.4 Substance Abuse Staff shall collaborate with the Regional Director and the RAC Chair to identify information needs and prepare an agenda for RAC Meetings.
- 4.5 The RAC may elect additional officers as needed.
- 4.6 **Committees:** The RAC may appoint standing or ad hoc committees and their chairs as it sees fit to engage in functioning and/or to review issues and make recommendations to the full RAC (see conflict of interest, Section 6.1).  
Current standing committees are:  
a. Prevention  
b. Treatment  
c. Perinatal
- 4.7 The Community Resource Development Specialist for the Region shall provide staff support to the Chair and the RAC.

## ARTICLE 5. MEETINGS

- 5.1 Meetings shall be called and conducted by the RAC Chair or the Chair's designee. Members shall be given timely written notification of the meeting time and place.
- 5.2 Meetings shall be held at least once each quarter. The RAC may establish a regular meeting date, time, and location.
- 5.3 Standing and ad hoc Committees shall meet as determined by their Committee Chairs.
- 5.4 Meetings shall be conducted in accordance with Idaho's Open Meeting Law, Idaho Code § 67-2340.
- 5.5 Written minutes of all RAC meetings shall be provided to all RAC members, and the Regional Director.

## ARTICLE 6. POLICIES

- 6.1 Voting members of the RAC, in exercise of any function of the RAC, shall not vote on any matter before the RAC in which such member has, or within 12 months preceding the vote had, any substantial ownership, employment, staff, fiduciary, contractual, creditor, or directly competitive ownership with any organization under consideration for receipt of a grant, contract, or administrative action under the jurisdiction of the RAC **or the Department**. Any such voting member of the RAC who may have the *appearance* of a conflict of interest with any matter to be discussed or acted upon by the RAC must (a) *disclose* to the RAC membership of such a potential conflict and (b) *abstain from voting* on any such matter.
- 6.2 **Voting members** may confer their proxy upon another person, who shall represent them at the meeting, and vote in their place. At the time a voting members term to serve the RAC has expired they may continue service or

submit their resignation orally or in writing to the Regional Director. Voting will take place by a show of hands.

- 6.3 The RAC's year shall be concurrent with the State's fiscal year (July 1 to June 30)
- 6.4 RAC members shall be reimbursed by the Department for state-approved expenses incurred attending meetings and conducting RAC's business.
- 6.5 All actions shall be based on majority vote of the RAC voting members present.
- 6.6 Individual members shall not speak for the RAC except on the adopted policies and actions of the RAC.
- 6.7 A copy of these duly approved Bylaws shall be filed with the Regional Director.

#### **ARTICLE 7. PARLIAMENTARY AUTHORITY**

- 7.1 *Robert's Rules of Order, Newly Revised*, shall govern the business and actions of the members at all meetings of the RAC not covered elsewhere in these Bylaws.

Adopted this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_

By: \_\_\_\_\_  
Name: \_\_\_\_\_  
Regional Director

By: \_\_\_\_\_  
Name: \_\_\_\_\_  
RAC Chair